

BYLAWS OF THE LEON COUNTY CITIZEN CHARTER REVIEW COMMITTEE

In order to govern its function and operation in a manner consistent with the Home Rule Charter of Leon County, Florida, approved by the electorate of Leon County on the 5th day of November 2002 and subsequently amended on the 2nd day of November 2010 and on the 6th day of November 2018, the Leon County Citizens Charter Review Committee (hereinafter "Committee") hereby adopts the following Bylaws.

It shall be the duty of the Committee to carry out the following charge: To review the Home Rule Charter of Leon County, Florida and propose any amendments or revisions for consideration by the Board of County Commissioners (BCC) which may be advisable for placement on the general election ballot.

ARTICLE I.

APPLICABLE FLORIDA LAWS AND BCC POLICIES

Section 1.1 Public Records Law and E-Mails: Each member of the Committee shall comply with the Florida's Public Records Law, Chapter 119, Florida Statutes (F.S.), and Leon County BCC Policy 96-4, "Public Records, Electronic Communications, and Records Retention", as may be amended from time to time, and each member of the Committee shall be provided a copy of BCC Policy 96-4.

Section 1.2 Government In the Sunshine Law: Each member of the Committee shall comply with applicable provisions of the Florida Government in the Sunshine Law, Chapter 286, F.S., as may be amended from time to time.

Section 1.3 Code of Ethics: The Committee shall comply with the County's Code of Ethics as set forth under Chapter 2, Article XII, of Leon County Code of Laws and the following state laws with regard to the Florida Code of Ethics for Public Officers and Employees:

Clause 1.3.1 Each member of the Committee shall comply with Section 112.3143, F.S., "Voting Conflicts", as may be amended from time to time, and shall be provided a copy of Section 112.3143, F.S.

Clause 1.3.2 Each member of the Committee shall abide by the Standards of Conduct set forth in Section 112.313, F.S., as may be amended from time to time, and shall be provided a copy of Section 112.313, F.S.

ARTICLE II.

OFFICERS AND DUTIES

Section 2.1 The Committee shall appoint a Chairperson and Vice-Chairperson by a simple majority vote at its first meeting.

Section 2.2 The Chairperson and Vice-Chairperson shall serve until the dissolution of the Committee and assume the following powers and duties:

Clause 2.2.1 The Chairperson shall preside at all regular and special meetings of the Committee.

Clause 2.2.2 The Chairperson shall represent the Committee at all functions and activities (but without authority to state any position of the Committee not previously approved).

Clause 2.2.3 The Chairperson shall call special meetings when necessary;

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Clause 2.2.4 The Chairperson shall set meeting agendas in coordination with County staff.

Section 2.3 In the event of the Chairperson's absence, or at the direction of the Chairperson, the Vice-Chairperson shall assume the powers and duties of the Chairperson.

Section 2.4 In the event that either the Chairperson or the Vice-Chairperson is unable to complete their term or fulfill their duties, a replacement from among its members should be appointed with a simple majority vote of the Committee as soon as reasonably possible.

ARTICLE III.

TERM OF MEMBERS

Section 3.1 Each member shall serve on the Committee beginning on October 23, 2025 through February 19, 2026 for all regular and special meetings or upon completion of business. In addition, as necessary, the Committee may be required to hold three public hearings on proposed Charter amendments between June and July of 2026.

ARTICLE IV.

ATTENDANCE AND REPLACEMENT OF MEMBERS

Section 4.1 **Attendance at Meetings:** Regular attendance and attention to the business of the Committee is expected. All Committee members are required to attend meetings in person.

Section 4.2 **Vacancies:** The seat of any member who fails to attend three consecutive regular meetings, without previous notification, shall be presumed vacant. A seat deemed vacant may be filled by the appointing County Commissioner no later than the BCC's December 9, 2025 meeting. Following the BCC's December 9, 2025 meeting, recognizing that the Committee will be nearing completion of its regular meeting schedule, any vacant seat shall remain unfilled through the remainder of the Committee's business.

ARTICLE V.

MEETINGS

Section 5.1 **Regular Meetings:** The Committee shall hold biweekly meetings on Thursdays. Such regular meetings shall be held at **the Leon County Library** or at an alternative location, approved by the County Administrator, as necessary. The regular meeting schedule will be posted to the County's webpage in advance of the Committee's first meeting. The duration of meetings shall not exceed **two** hours unless extended by a simple majority vote of the Committee. In order to expedite meetings, the Chairperson may place time limits on discussion of agenda items.

Section 5.2 **Special Meetings:** The Chairperson, or a simple majority vote of the Committee, may call a special meeting of the Committee to discuss any issue properly before the Committee. Such special meetings may be convened only after notification is given to each member of the Committee and after public notice is given, no later than three days before the special meeting is scheduled to begin.

Section 5.3 **Public Comment (In-Person):** The Committee will consider public comment on all substantive agenda items. Under the agenda item of "Public Comment", interested citizens shall be afforded an opportunity to provide in-person comments on matters before the Committee. The remarks of any citizen should be germane to the agenda or matters to come before the Committee. Each agenda shall include a point during the meeting at which "Public Comment" may be made. Each citizen addressing the

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Committee is asked to observe the general rules of courtesy and civility, and to avoid repetition of other speakers. Citizens are asked to limit their comments to three minutes in the interest of fairness to all citizens desiring to be heard; although, this requirement may be waived at the discretion of the Chairperson for good cause.

Clause 5.3.1 Written Public Comment: Citizens wishing to provide written public comment on matters before the Committee shall be afforded the opportunity to submit their comments at CCRC@LeonCountyFL.gov. To ensure adequate time for distribution and Committee review, written comments are required to be submitted at least 24 hours prior to the scheduled meeting time. Comments submitted after the deadline will be added to the official minutes of the meeting, but the County cannot guarantee that the Committee will have adequate time to review those comments prior to the meeting.

Section 5.4 Meeting Agendas: County staff shall assist the Chairperson of the Committee in developing an agenda for each meeting of the Committee. The agenda for regular meetings of the Committee shall be generally as follows, subject to amendment or revision by the Committee Chairperson or a majority of the members present:

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes of Previous Meeting
- IV. Reports of Chairperson (if any)
- V. Presentations by Invited Guests
- VI. Remarks of Interested Citizens
- VII. Unfinished Business
- VIII. New Business
- IX. Adjournment with Day Fixed for Next Meeting

Section 5.5 Official Acts and Quorum: Any and all official acts by the Committee shall require a majority vote of the members present and voting, except as otherwise set forth in these Bylaws; however, the Committee shall take no such action unless a quorum is present at the meeting. In order to constitute a quorum, there must be a majority of the Committee's current membership present at the meeting. The minutes of the meeting shall reflect the number of affirmative votes on a motion and shall specify the names of any members voting against the motion.

No member of the Committee shall have the power to vote by proxy. Only those members physically present shall be entitled to vote. Telephonic participation is not permitted.

Section 5.6 Meeting Minutes: Minutes shall be taken by the Clerk to the BCC at all regular and special meetings of the Committee. Minutes of Committee proceedings shall be filed with the County in accordance with BCC Policy No. 03-15, "Board-Appointed Citizen Committees."

Section 5.7 Procedure: *Roberts' Rules of Order Revised* shall govern the procedure of all meetings. No action taken by the Committee shall be deemed void or invalid because of a failure to adhere to *Robert's Rules of Order Revised*.

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ARTICLE VI. DELIBERATIONS

Section 6.1 The Committee shall conduct meetings in three phases: (1) Issues Agendas, (2) Decision Agendas, and (3) Public Hearings and Transmittal (as necessary).

Clause 6.1.1 Issues Agendas: In the first phase of meetings, the Committee shall identify policy issues for discussion and potential recommendations to the BCC for placement on the general election ballot. By simple majority vote, the Committee shall approve policy issues to be considered and schedule Issues Agenda meetings at which the approved issues shall be discussed. Once the preliminary policy issues have been approved for discussion during Issue Agenda meetings, additional policy issues may be added and scheduled upon the request of 2/3 of Committee membership present.

Any issue may be stricken from further consideration at Issues Agenda meetings by a majority of those members present.

Clause 6.1.2 Decision Agendas: By a simple majority vote, the Committee shall approve those issues to be discussed during the second phase of meetings and schedule Decision Agenda meetings at which sample text of proposed amendments shall be considered. After a proposed amendment has been discussed, the Committee may, by a simple majority vote of those members present, direct County staff to prepare proposed amendments for review at public hearings and inclusion in the BCC status report to be presented in March 2026.

Clause 6.1.3 Public Hearings and Transmittal: In accordance with the County Charter and Section 125.63, F.S., the Committee must hold at least three public hearings, at intervals not less than 10, nor more than 20, days apart. After all hearings, the Committee shall amend (if necessary) and approve the proposed Charter amendments, ballot titles, and summaries for recommendation to the BCC with the concurrence of a simple majority vote of present Committee membership. These public hearings, if necessary, would be held in June and July 2026.

The Committee shall direct the Chairperson to transmit the proposed amendments, ballot titles, and summaries to the BCC by Wednesday, August 5, 2026.

ARTICLE VII. POLICY ON PUBLICITY

Section 7.1 Public statements by the Committee shall be coordinated through the Chairperson and County staff. Members of the Committee may make public or private statements of their personal feelings, attitudes or beliefs at any time. In making such statements, members of the Committee shall on every occasion make an affirmative statement that their views are not represented as the views of the Committee as a whole. The Chairperson of the Committee shall be responsible for announcing the adopted positions of the Committee.

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ARTICLE VIII.

AMENDMENTS TO BYLAWS

Section 8.1 **Amendments:** These rules and policies shall be presented by staff and adopted as the Bylaws of the Committee at its first meeting. The Bylaws may be amended by an affirmative vote of 2/3 of the entire Committee's membership. The Amended Bylaws shall become effective upon the approval of the County Attorney as to the legality of the form and content of such amendment.

County Administrator's Office

BY: Vincent S. Long

Vincent S. Long
County Administrator

Approved As To Legality of Form and Content:

County Attorney's Office

BY: DocuSigned by:
Chasity H. O'Steen
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Chasity H. O'Steen
County Attorney